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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 22 July 1957

FROM : Chief, Clerical Training

SUBJECT: Report Number 30, Week of 16 - 22 July 1957

1. Numbers in Clerical Induction Training. During the week of 16 July there were [] people in Clerical Induction Training. It continues to be necessary to hold trainees for additional skill training. As a result we conducted three shorthand classes and six typewriting classes during this week.

25X1

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were [] people for the week of 16 July.

25X1

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 16 July were as follows:

	Tested	Qualified
Shorthand	[]	[]
Typewriting		

25X1

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